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State of Idaho  
Department of Administration  
Division of Public Works

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Design and Construction  
Facilities Services  
<http://dpw.idaho.gov>

June 28, 2016

REQUEST FOR QUALIFICATIONS

TO: Architects

*BJM* FROM: Jan P. Frew, Administrator  
Division of Public Works

SUBJECT: DPW PROJECT NO. 17220  
Expansion of Physical and Occupational Therapy  
ISU-Meridian  
Meridian, Idaho

Submittals will be received at the Division of Public Works, 502 N. 4<sup>th</sup> Street, P.O. Box 83720, Boise, Idaho 83720-0072, until **Wednesday, July 20**, at 5:00 p.m., for furnishing design services to the State of Idaho.

Questions that arise as a result of this Request for Qualifications should be addressed to:

**John Julian**, Project Manager  
Division of Public Works  
P.O. Box 83720  
Boise, Idaho 83720  
(208) 332-1904

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works website at [dpw.idaho.gov/professional\\_services/](http://dpw.idaho.gov/professional_services/). It is recommended the responders to this RFQ check this page prior to making their submittal.

The project will be funded by Permanent Building Fund and Agency funds. The Division of Public Works will administer the project according to the terms and conditions of the award and State laws and guidelines. The Architect will receive general instructions through the State. A Project Manager of the Division of Public Works will be assigned to serve as project manager

and liaison between the Department of Administration, the Agency, the Architect, and the Construction Manager.

## **DESCRIPTION OF PROJECT**

This project is the first phase of an anticipated two (2) phase program expansion within the ISU Meridian Health Science Center (MHSC), located in Meridian, Idaho for the ISU Division of Health Sciences (DHS). ISU-Meridian currently houses three (3) clinics, Counseling, Dentistry, and Speech/Language, and the Idaho Center for Disabilities Evaluation (ICDE) which provides assessment services for developmentally delayed children and adults in the western part of the state.

The scope of this project will be to construct shared classroom and laboratory spaces, offices, and support spaces within the core and shell second floor area. This will include, but not be limited to, addition of between 22 offices, and 28 offices; two (2) large teaching laboratories to be shared by the Physical Therapy (PT) and Occupational Therapy (OT) programs. One of those laboratories will be the Orthopedic Skills Lab for up to 40 students containing furniture, equipment, and supplies consistent with PT and OT examination and practice, cabinet storage, and distance learning capabilities. The second laboratory will be a Neuro-management/Daily Skills/Pediatric Lab for up to 40 students. This lab function requires large and low mat tables, ambulatory aids, accessible mock-up kitchen, pediatric equipment, cabinet storage, and distance learning capabilities. There will be one (1) Distance Learning (DL) classroom for 40 students that will be shared by OT and PT. Additionally, a Wellness Center, an ADA Testing Center which meets the Americans with Disabilities Act requirements, as well as all of the new improved spaces, a Conference Room and Student Study are to be constructed. Construction of a small Microbiology Lab in the south west corner of the second floor Department of Pharmacy. The lab will use existing fume hoods and will include new lab benches, storage cabinets, 3-door refrigerator, and 2-door freezer, enclosed Microbiology Suite, and Equipment Storage Room.

The remodeled spaces will be designed and laid out based on the existing Master Plan with some minor modifications. Preliminary programming for the Phase I work has been done, see attached plan, along with preliminary equipment and fixture lists. In addition to the REQUIRED SERVICES, mentioned herein, the design team will assist the Owner in finalizing design and construction priorities based on the available budget funds. The project may have phased deliveries of constructed spaces in addition to possible separate design/bid packages. **This project must be substantially complete and ready for occupancy no later than August 4, 2017.**

The following exhibits are attached and become a part of this RFQ:

Exhibit "A" Vicinity map of the project site.

Exhibit "B" Preliminary Programing / Design Plan and Staged Construction Sequence.

Exhibit "C" Preliminary Program / Design of Pharmacy Lab

A construction management firm (CMGC) and a commissioning agent will assist with the design from schematic design through bidding and construction.

**REQUIRED SERVICES**

The State is requesting proposals for complete design services including observation during construction. A total project budget of **\$3,000,000** has been established to include fees, contingencies and tests. A relatively complete construction cost estimate will be required following the Design Development Phase and must be updated at each additional phase.

The Architect, and all design professional consultants shall be licensed to practice Architecture/Engineering in the State of Idaho.

The Architect, Engineer, etc. will be responsible for Programming Development, Schematic Design, Design Development, Construction Documents, Bidding Assistance, and Construction Observation.

The Architect, Engineer, etc. shall develop all necessary presentation materials for a minimum of one (1) presentation to the Permanent Building Fund Advisory Council and shall keep in mind that during all phases, code compliance, energy efficiency, and building maintenance concerns should be incorporated into the design.

The Architect, Engineer, etc. will be required to meet monthly with the DPW Project Manager and ISU representaives for the purpose of providing a verbal report regarding the previous month's progress. Such monthly meetings will show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

Additional work sessions with ISU client user groups, facilities and design staff, and the DPW Project Manager will be necessary at each phase of the design process. The programming document shall be reviewed by DPW and ISU for final approval of the program data, basis of design, and code analysis prior to proceeding to the schematic design phase.

The Architect, Engineer, etc. shall produce the following major written products for review by the State and/or Permanent Building Fund Advisory Council (PBFAC).

1. A preliminary report to the Division of Public Works and the Agency after Schematic services have been completed.
2. A Design Development Report and update to the Owner, Agency, and the PBFAC, prior to beginning Construction Documents, along with recommended project budget.
3. A final report at the conclusion of the Construction Document Phase to the Owner, Agency, and PBFAC for any additional input and final acceptance.

**PROPOSAL CONTENT**

- A. **Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, special expertise and general credits. Individual resumes, awards, associations, etc., may be included. The Division of Public Works reserves the right to investigate and confirm the proposer's financial responsibility. This may include financial statements,

bank references and interviews with past consultants, employees, and creditors. Unfavorable responses to these investigations are grounds for rejection of proposal.

- B. **Specific Qualifications:** List the team expected to accomplish this work including anticipated consultants. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. Provide a list of at least five (5) projects, with brief descriptions that show ability to complete projects of this scope.
- C. **Approach to Project:** Include a statement of your approach to this specific project including design philosophy, understanding of program, alternative concepts and methods for consideration. Limit to two (2) pages.
- D. **Past Performance:** Submit reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable. In addition, past performance comments will be obtained from DPW and Agency staff.
- E. **Examples of Work:** Renderings, photographs, preliminary drawings, working drawings and specifications may be submitted as examples of your work. For Architects, Engineers, etc. who have done work for the Division of Public Works in the past three years, a reference to the project or projects will be sufficient in lieu of examples. Provide the actual cost versus the budgeted cost on all similar projects submitted for examples of work.
- F. **Special Requirements:** Provide information regarding specific involvement with this project or a special expertise in this type of project. Examples are: design of original building or phase, preliminary studies or programming of this project, special training or experience in this type of building.
- G. **Format:** To assist evaluation it is desirable to format the proposal similar to the headings listed above. The proposals should be clear and to the point. Emphasis should be placed on specific qualifications of the people to actually perform the project and the approach to designing this specific project. Performance on past projects with the State of Idaho and other clients is a highly important factor.

## SUBMITTAL

Five (5) bound copies of the submittal shall be delivered by the time and place specified above. Submittal shall clearly identify the point of contact regarding the submittal, with e-mail and phone number listed.

## EVALUATION

An evaluation committee consisting of persons from the Division of Public Works, Agency and an independent Architect/Engineer will rank the proposals, and at least three, but not more than five firms will be selected for personal interviews.

After interviewing the selected candidates, the evaluation committee will re-rank the proposals to determine the final point score.

**AWARD**

Based on the results of the proposals and review of previous projects awarded to each firm, the Division of Public Works will recommend a course of action to the PBFAC at their next scheduled meeting. If recommended, a notice of intent to negotiate will be issued by the Division of Public Works, Department of Administration in accordance with prescribed procedures.

**PROPOSED DATES:**

Receive Proposals	July 20, 2016
Oral Interviews	July 28-29, 2016
Review by PBFAC	August 2, 2016
Negotiate Contract	August 11, 2016
Design Development presentation to PBFAC	November 3, 2016
Final Construction Documents	January 2017

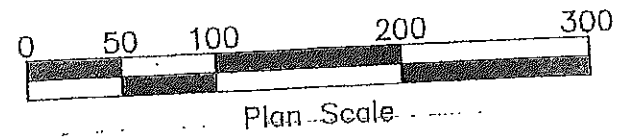
**SELECTION**

The State will attempt to select a firm at the next scheduled Permanent Building Fund Advisory Council meeting. Upon selection of a firm, the State will issue a letter of intent. However, final award is contingent upon the successful negotiation of a contract. The contents of the proposal may be used in a legal contract or agreement. Proposers should be aware that methods and procedures proposed could become contractual obligations.

The State reserves the right to reject any or all proposals received as a result of this request.

The State may also negotiate separately with any source in any manner necessary to serve the best interests of the State of Idaho. Awards will be made on the basis of proposals resulting from this request and subsequent interviews.

**End of 17220 RFQ**



Central Drive

ISU Meridian Health Science Center

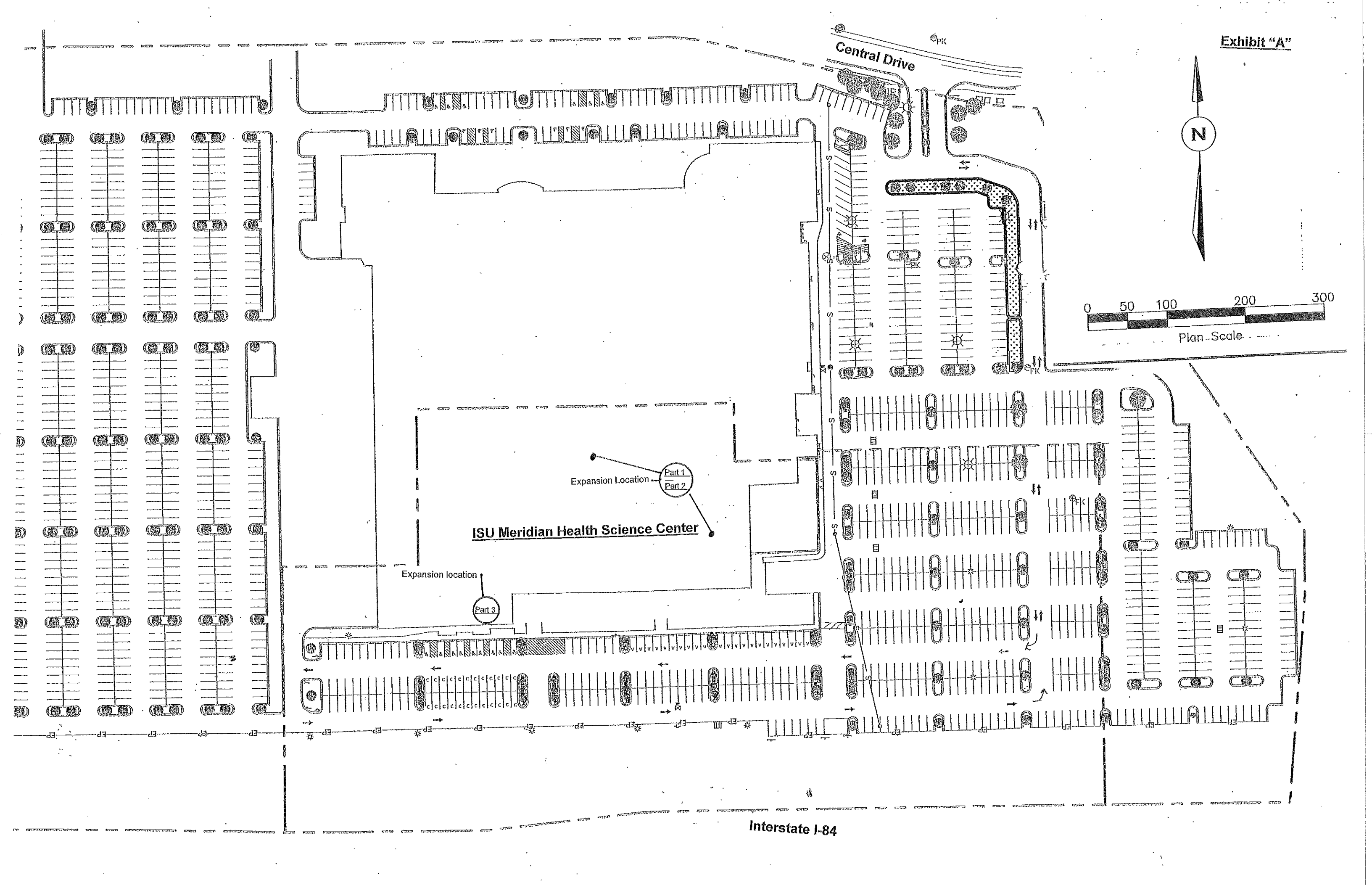
Expansion Location

Part 1  
Part 2

Expansion location

Part 3

Interstate I-84



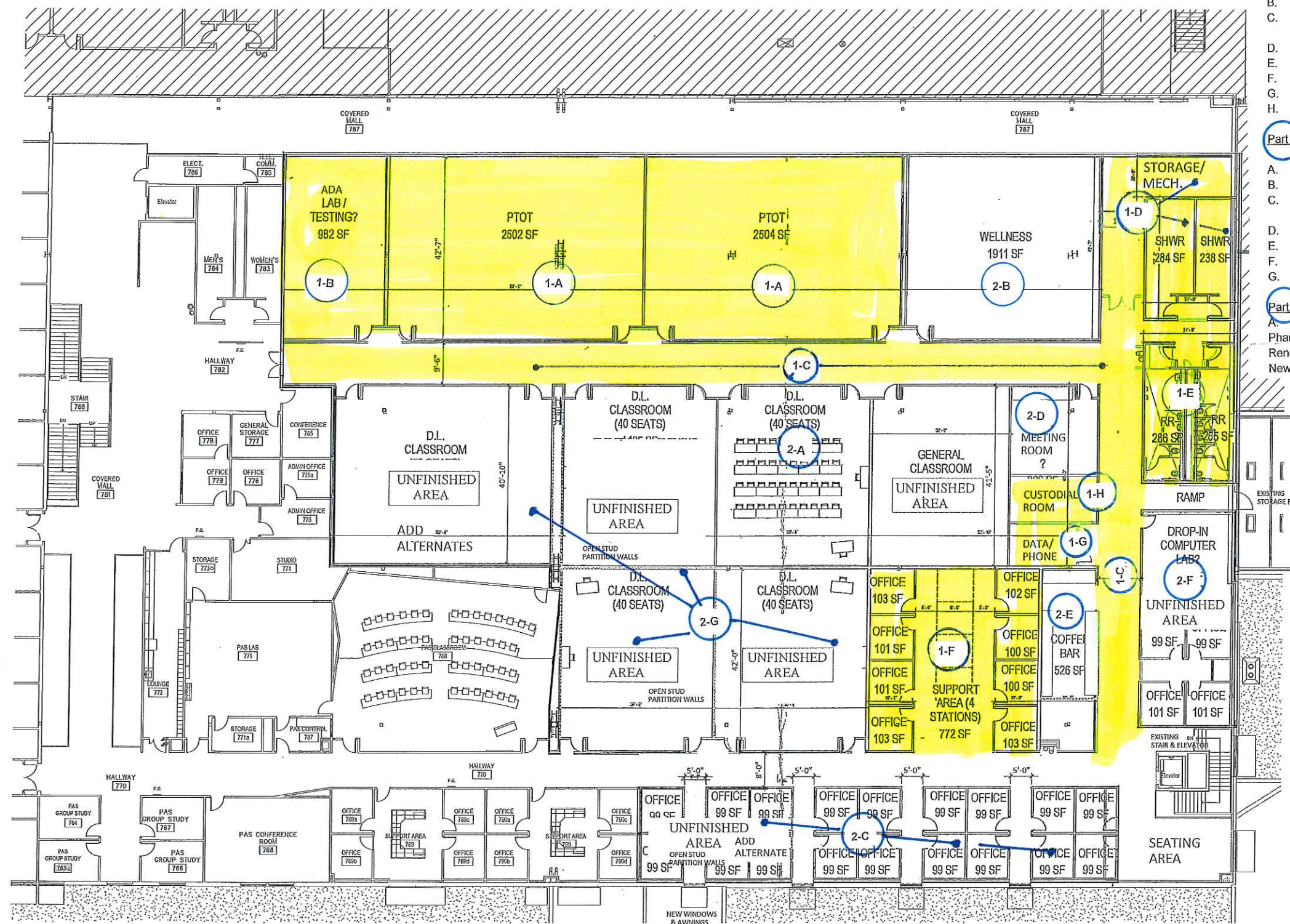


Part 1 Delivery – Substantial Completion for August 4 2017:

- Part 2 Delivery Substantial Completion–November 2017:

- Part 3 Delivery -Option beyond November of 2017:

- A. Construct Pharmacy Lab – Possible Add alternate 3  
Pharmacy Lab will be located on the south east second floor of the Department of Pharmacy.  
Renovated lab will re-use existing lab furnishings and base cabinets with new lab tops.  
New unused fume hoods will be placed in this lab.



**ISU MERIDIAN HEALTH SCIENCES CENTER**  
1311 E. CENTRAL DRIVE  
Meridian, ID 83642

Idaho State  
UNIVERSITY

REVISIONS

DRAWN BY:  
DHJ

CHECKED BY:  
DHJ

JOB NUMBER

DATE  
06/22/16



